Capstone Engineering Design: Documentation Management Rubric

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Cycle 1** | **Cycle 2** | **Cycle 3** | **Cycle 4** | **Cycle 5** |
| 1. | Binder Organization | /30 | /15 | /10 | /10 | /10 |
| 2. | Binder Cover/Spine |  | /15 |  |  |  |
| 3. | Documents updated on SVN; in final cycle you must include all final custom written software programs for your project | /30 | /30 | /15 | /15 | /40 |
| 4. | Response to comments/ previous grading |  | /10 | /5 | /5 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | TOTAL: | /60 | /70 | /30 | /30 | /50 |

Grading elements in Documentation Management

|  |  |  |  |
| --- | --- | --- | --- |
|  | Excellent (max pts) | Average (mid pts) | Poor (lowest pts) |
| Binder Organization | Includes all expected sections for each document, labeled on tabs and includes all old versions of documents AND grading sheets in the appropriate section in reverse chronological order with the most recent revision on top | Includes most of the expected elements with some items missing or some incorrect formatting such as not labeling appropriately or missing a few grading rubrics. | Binder is not well organized according to instructions |
| Binder Cover/Spine | Includes a cover that  lists projects title, team name, team member names, and sponsor names.. Includes an eye-catching, descriptive graphic. Binder’s spine is neatly labeled with team name and academic year. | Some required elements are missing or graphic is not appropriate for project. | Team’s choices for binder cover are nonexistent or inappropriate. Spine is not labeled. |
| SVN | Team used SVN site to store copies of all team documentation (every hardcopy item submitted in cycle plus Gantt Chart and Weekly Reports folder.) File naming convention is used-- cycle folder “teamname\_Cycle#”. Files inside folder named like “itemnumber\_documenttitle\_teamname\_cycle#”. Cycle 5 should also include folder(s) or links to repositories for full design files (code, CAD files, etc.) | Expectations not fully met. An attempt is made to store files but they are incomplete or hard to find. Naming may be inconsistent or have missing features. | SVN repository is not maintained or does not contain many expected documents. |
| Response to comments and previous grading | Team has thoughtfully considered feedback and input from graders in prior cycles. Work in this cycle demonstrates team's effort actively improve the binder or SVN organization, going above and beyond specific points called out by the grader. Or, previous documentation management was fully acceptable and no improvements required. | Team has incorporated most of the specific changes made by graders, but revisions do not address deep or more substantive problems. | Team has ignored grader feedback or taken only minimal steps to improve. |